

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
May 2006




CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Associate Warden-Operations (A,C)	73595	\$39,420 - \$63,072
Deputy Warden (A,C)	73670	\$42,564 - \$68,100
Distributed Progeammer/Analyst 3 (P)	75533	900
Distributed Progeammer/Analyst 4 (P)	75534	900
Environmental Health Field Office Manager (P)	72978	\$42,564 - \$68,100
Environmental Health Program Manager 1 (P)	72979	\$44,760 - \$71,616
Environmental Health Program Manager 2 (P)	72980	\$44,760 - \$71,616
Environmental Health Specialist 1 (P)	72931	\$24,864 - \$39,780
Environmental Health Specialist 3 (P)	72932	\$30,612 - \$48,984
Environmental Health Specialist 4 (P)	72933	\$34,848 - \$55,752
Environmental Health Specialist 5 (P)	72934	\$36,432 - \$58,296
Environmental Health Specialist 6 (P)	72935	\$40,956 - \$65,532
Health Planner 3 (G)	72253	\$33,372 - \$53,400
Programmer/Analyst 3 (P)	75523	900
Programmer/Analyst 4 (P)	75524	900
Psychiatric Social Worker 1 (P)	79661	\$30,612 - \$48,984
Psychiatric Social Worker 2 (P)	79662	\$33,372 - \$53,400
Social Worker 2 (P)	79612	\$27,036 - \$43,260

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective May 10, 2006.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
- C Register will be ABOLISHED and REESTABLISHED effective May 10, 2006.
- D Job classification will be ABOLISHED.
- E Job classification will have a TITLE CHANGE effective.
- F Job classification will have a change in SALARY effective.
- G Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective May 10, 2006.
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification changed EEO Code.
- P Job classification is converting from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective May 10, 2006.
- Q Closing date for receipt of application for this job classification is May 2, 2006. Applicants submitting an application for this job classification must take and pass a job related computer administered test and complete a supplemental application to receive an examination score. Examinations will be administered to approved applicants in late May at the department of Personnel office in Nashville ONLY. Applications should be submitted to the Department of Personnel. Qualified applicants will be mailed a supplemental application and be scheduled to take the examination. A new register will be established following administration of the examination in May, 2006.

 Tennessee Department of Personnel, Authorization #319177, November, 2005. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ASSOCIATE WARDEN-OPERATIONS

SUMMARY: Under direction, is responsible for professional institutional operations managerial work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages the security and treatment programs for one facility in a group comprised of two or three individual adult correctional facilities with a combined population of at least 1500 inmates. This class reports to and differs from Deputy Warden in that an incumbent of the latter assists in planning, administering, directing, and reviewing the security, treatment, and fiscal/administrative services support programs either for a group of adult correctional facilities comprised of two or three individual facilities with a combined population of at least 1500 inmates, for a single industrial or special need facility, or for a maximum security adult correctional facility that has not been grouped with other facilities.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of adult correctional work for an institution in one or a combination of the following: 1.) administering or managing a rehabilitative, security, or fiscal program; 2.) supervising staff who provide rehabilitative or security services; or 3.) training employees on skills or standards. At least two years of the above experience must include administering or managing a rehabilitative, security, or fiscal program, or supervising staff who provide rehabilitation or security.

Substitution of Experience for Education: Qualifying full-time adult correctional experience for an institution may substitute for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate course work in a social or behavioral science, business administration, or any educational field may be substituted for the required experience, on a year-for-year basis to a maximum of one year, there being no substitution for the required two years administering or managing a rehabilitative, security, or fiscal program, or supervising staff who provide rehabilitation or security (i.e., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: None

EXAMINATION METHOD: Education and experience, 100% for Career Service positions.

DEPUTY WARDEN

SUMMARY: Under direction, is responsible for professional institutional management work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class assists in directing the security, treatment and administrative programs for either a large/combination institution or a medium sized institution. This class supervises and differs from that of Associate Warden-Operations in that incumbents of the latter manage the security and treatment programs for a large/combination institution. This class differs from that of Warden in that incumbents of the latter direct all activities and functions at an institution and may supervise incumbents of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of adult correctional work for an institution in one or a combination of the following: 1.) administering or managing a rehabilitative, security, or fiscal program; 2.) supervising staff who provide rehabilitative or security services; or 3.) training employees on skills or standards. At least three years of the above experience must include administering or managing a rehabilitative, security, or fiscal program, or supervising staff who provide rehabilitation or security.

Substitution of Experience for Education: Qualifying full-time adult correctional experience for an institution may substitute for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate course work in a social or behavioral science, business administration, or any educational field may be substituted for the required experience, on a year-for-year basis to a maximum of one year, there being no substitution for the required three years administering or managing a rehabilitative, security, or fiscal program, or supervising staff who provide rehabilitation or security (i.e., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: None

EXAMINATION METHOD: Education and experience, 100% for Career Service positions.

DISTRIBUTED PROGRAMMER/ANALYST 3

SUMMARY: Under general supervision, is responsible for professional computer programming, coding and systems design work of considerable difficulty in a distributed environment; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working-level class in the Distributed Programmer/Analyst job series. An employee in this class independently, or as a member of a project team, designs, modifies, codes, and implements applications programs on micro or minicomputer systems having major impact across agency lines. Work also involves instructing and orienting personnel on proper procedures to follow when using the system. This class differs from Distributed Programmer/Analyst 2* in that an incumbent of the latter independently designs, modifies, codes, and implements application programs on micro or minicomputer systems which have minor agency impact. This class differs from Distributed Programmer/Analyst 4 in that an incumbent of the latter leads staff in designing, modifying, coding, and implementing applications programs on mini or microcomputer systems having a major impact across agency lines.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two years of professional level experience in any one of the following areas: (1) analyzing, designing, or programming minicomputers, microcomputers, mainframe computers, or other information systems, or (2) managing employees who analyze, design, or program microcomputers, minicomputers, mainframe computers, or other information systems.

OR

Substitution of experience for education: Professional-level experience in any one of the following areas may substitute for the required degree on a year-for-year basis to a maximum of four years: (1) analyzing, designing, or programming minicomputers, microcomputers, mainframe computers, or other information systems, or (2) managing employees who analyze, design, or program minicomputers, microcomputers, mainframe computers, or other information systems.

OR

Substitution of the specific associate's degree for the required bachelor's degree: Graduation from an accredited college or university with an associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information systems, computer servicing technologies, or other related field may substitute for the required bachelor's degree.

OR

One year of experience as a Distributed Programmer/Analyst 2* with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

DISTRIBUTED PROGRAMMER/ANALYST 4

SUMMARY: Under general supervision, is responsible for professional computer programming, coding and systems design work of considerable difficulty and lead work of average difficulty in a distributed environment; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead-level class in the Distributed Programmer/Analyst series. An employee in this class leads a project team or independently designs, modifies, codes, and implements applications programs on micro or minicomputer systems having a major impact across agency lines. This class differs from Distributed Programmer/Analyst 3 in that an incumbent of the latter independently, or as a member of a project team, designs, modifies, codes, and implements application programs for micro or minicomputer systems having a major impact across agency lines. This class differs from Distributed Programmer/Analyst Supervisor in that an incumbent of the latter evaluates and assigns one or more project teams in designing, modifying, coding, and implementing application programs on micro or minicomputer systems that have impact within or across agency lines.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and three years of experience in one of the following areas: (1) analyzing, designing, or programming minicomputers, microcomputers, mainframe computers, or other information systems, or (2) managing employees who analyze, design, or program microcomputers, minicomputers, mainframe computers, or other information system.

OR

Substitution of experience for education: Professional-level experience in any one of the following areas may substitute for the required degree on a year-for-year basis to a maximum of four years: (1) analyzing, designing, or programming minicomputers, microcomputers, mainframe computers, or other information systems, or (2) managing employees who analyze, design, or program microcomputers, minicomputers, mainframe computers, or other information systems.

OR

Substitution of the specific associate's degree for the required bachelor's degree: Graduation from an accredited college or university with an associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information systems, computer servicing technologies, or other related field may substitute for the required bachelor's degree.

OR

One year of experience as a Distributed Programmer/Analyst 3 with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH FIELD OFFICE MANAGER

SUMMARY: Under general supervision, is responsible for administrative and managerial work of considerable difficulty in the direction of professional environmental health and other staff in an environmental health field office; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages a field office with at least thirteen professional environmental health staff. This class differs from Environmental Health Specialist 6 in that an incumbent of the latter either manages a field office with fewer than thirteen professional positions, functions as an assistant manager of field office with at least eight professional positions, or manages a small statewide technical central office program or section. This class differs from Environmental Health Program Manager 1 in that an incumbent of the latter manages a moderate sized statewide central office section.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Necessary Special Qualifications: A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH PROGRAM MANAGER 1

SUMMARY: Under general supervision, is responsible for managerial professional environmental health program work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs managerial duties for a statewide environmental health division. This class differs from Environmental Health Field Office Manager in that an incumbent of the latter functions as the manager of a field office with at least thirteen environmental health professionals. This class differs from Environmental Health Program Manager 2 in that an incumbent of the latter functions as the assistant division director.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH PROGRAM MANAGER 2

SUMMARY: Under general supervision, is responsible for managerial professional environmental health program work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a full range of managerial duties for a statewide environmental health division. This class differs from Environmental Health Program Manager 1 in that an incumbent of the latter performs managerial duties for a statewide environmental health division by managing a moderate-sized statewide central office section. This class differs from Environmental Health Program Director in that an incumbent of the latter performs a full range of managerial duties for a statewide environmental health division by functioning as the director.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least two years of supervisory experience over staff who perform environmental regulatory program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee, including at least two years of supervisory experience over staff who perform environmental regulatory program work.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH SPECIALIST 1*

SUMMARY: Under immediate supervision, is responsible for professional environmental health program work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Environmental Health Specialist sub-series. An employee in this class is assigned to learn a variety of environmental compliance inspection, problem identification, and enforcement duties in an environmental health division. This class differs from Environmental Health Specialist 3 in that an incumbent of the latter performs environmental program duties at the advanced working level under general supervision. *An applicant appointed to this flexibly staffed class will be reclassified to Environmental Health Specialist 3 after successful completion of a mandatory two year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science.

Substitution of Experience for Education: Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: A valid motor vehicle operator’s license may be required for some positions.
Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH SPECIALIST 3*

SUMMARY: Under general supervision, is responsible for professional environmental health program work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the advanced working level in the Environmental Health Specialist sub-series. An employee in this class performs a full range of complex environmental compliance inspection, problem identification, and enforcement duties in an environmental health division. This class differs from Environmental Health Specialist 1 in that an incumbent of the latter functions at the entry level. This class differs from Environmental Health Specialist 4 in that an incumbent of the latter functions as a first level supervisor of at least two health specialists or as a fulltime trainer of subordinate professional staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to two years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

Substitution of Experience for Education: Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to the maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Two years of any full-time work in the enforcement of an environmental program or any professional environmental work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator’s license may be required for some positions.
Note: A transcript is required for the proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH SPECIALIST 4

SUMMARY: Under general supervision, is responsible for professional environmental health program supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first level supervisory class in the Environmental Health Specialist sub-series. An employee in this class functions in an environmental health division as a first level supervisor with at least two environmental health specialists. This class differs from Environmental Health Specialist 3 in that an incumbent of the latter functions at the advanced working level. This class differs from the Environmental Health Specialist 5 in that an incumbent of the latter functions as a supervisor of at least eight environmental health specialists or as a technical program specialist with statewide responsibility.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to four years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

Substitution of Experience for Education: Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to the maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Four years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH SPECIALIST 5

SUMMARY: Under general supervision, is responsible for professional environmental health supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs as a work unit supervisor in an environmental health division by either supervising eight or more environmental health specialists or functioning as a technical program specialist with statewide responsibility. This class differs from Environmental Health Specialist 4 in that an incumbent of the latter supervises at least two professional subordinates. This class differs from Environmental Health Specialist 6 in that an incumbent of the latter functions as a manager of a field office with fewer than thirteen professional positions, an assistant manager of a field office with at least eight professional positions, or a manager of a small statewide technical central office program or section.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH SPECIALIST 6

SUMMARY: Under general supervision, is responsible for administrative and managerial work of considerable difficulty in the direction of professional environmental health and other staff; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs professional environmental supervisory and/or programmatic duties in an environmental health division by either managing a field office with fewer than thirteen professional positions, functioning as an assistant manager of field office with at least eight professional positions, or managing a small statewide technical central office program or section. This class differs from Environmental Health Specialist 5 in that an incumbent of the latter either functions as a technical program specialist with statewide responsibility or supervises eight or more professional subordinates in an environmental health office. This class differs from Environmental Health Field Office Manager in that an incumbent of the latter manages a field office with at least thirteen professional positions.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Substitution of Experience for Education: Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

HEALTH PLANNER 3

SUMMARY: Under general supervision, is responsible for professional health planning work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Health Planner sub-series. An employee in this class is responsible for long and short range health planning for a specified major health function on a statewide basis. Policy and procedure developed and approved is communicated to the field and the individual would act as resource and expert in specified area to operations managers and others. This class differs from that of Health Planner 2 in that an incumbent of the latter performs work of lesser scope and complexity. An employee in this class would receive work guidance and advice from a program manager who would exercise higher order control and have greater supervisory and managerial responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in health planning, or health, business or public administration, or other related acceptable field and experience equivalent to substantial (five or more years of) full-time increasingly responsible health planning, health program, or related staff work including, at least, two years in health planning work; qualifying full-time professional experience in health planning, program, or related staff work may be substituted for the required education on a year-for-year basis to a maximum of four years; additional graduate coursework in health planning, or health, business, or public administration or other related acceptable field may be substituted for the required non-specialized experience on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PROGRAMMER/ANALYST 3

SUMMARY: Under general supervision, is responsible for professional applications computer programming work of considerable difficulty and computer systems design work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working-level job class in the Programmer/Analyst series. An employee in this class independently or as a member of a project team, designs or modifies and codes complex business application programs for mainframe computer systems having major agency impact. This class differs from Programmer/Analyst 2 in that an incumbent of the latter independently designs or modifies and codes business application programs for a mainframe computer system having minor agency impact, or as a project team member assists in the design or modification and coding of business application programs for mainframe computer systems having major agency impact. This class differs from Programmer/Analyst 4 in that an incumbent of the latter leads a project team or provides technical support to Programmer/Analysts in the design, coding and implementation of new or modified complex business application programs for mainframe computer systems having major agency impact.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two years of experience in one of the following areas: (1) systems design or programming business applications software for mainframe computers, or (2) systems design and programming of business applications for minicomputers or microcomputers.

OR

Substitution of experience for education: Professional level experience in one of the following areas may substitute for the required degree on a year-for-year basis to a maximum of four years, (1) systems design or programming business application for mainframe computers, or (2) systems design and programming minicomputers or microcomputers.

OR

Substitution of a specific associate's degree for the required bachelor's degree: Graduation from an accredited college or university with an associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information systems, computer servicing technologies, or other related field may substitute for the required bachelor's degree.

OR

One year of experience as a Programmer Analyst 2* with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PROGRAMMER/ANALYST 4

SUMMARY: Under general supervision, is responsible for computer systems design and applications computer programming work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead-level class in the Programmer/Analyst series. An employee in this class leads a project team or provides technical support in the design, complex business application program coding, and implementation of new or modified mainframe computer systems having major agency impact. Work may include developing project work plans, making specific task assignments, and reviewing work of team members. This class differs from Programmer/Analyst 3 in that an incumbent of the latter independently or as a member of a project team, designs or modifies and codes complex business application programs for mainframe computer systems having major agency impact. This class differs from Programmer/Analyst Supervisor in that incumbents of the latter supervise multiple project teams of Programmer/Analysts in the design, business application program coding, and implementation of new or modified mainframe computer systems.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and four years of professional level experience in one of the following areas: (1) systems design or programming business application software for mainframe computers, or (2) systems design and programming business application software for minicomputers or microcomputers, or (3) consultative, supervisory, or lead experience over staff concerned with systems analysis, systems design, or programming mainframe applications; one year of the above listed experience must include consultative, supervisory, or lead experience over staff concerned with systems analysis, systems design, or programming mainframe computer applications (non-substitutable experience).

OR

Substitution of experience for education: Professional level experience in one of the following areas may substitute for the required degree on a year-for-year basis to a maximum of four years, (1) systems design or programming business application software for mainframe computers, or (2) systems design and programming minicomputers or microcomputers.

OR

Substitution of the specific associates degree for the required bachelor's degree: Graduation from an accredited college or university with an associates degree in Business Data Processing (e.g., Business Data Programming, Business Systems Analysis, or Computer Accounting), Management Information Systems, Computer and Information Systems, Computer Servicing Technologies, or other related field may substitute for the required bachelor's degree.

OR

Two years of experience as a Programmer Analyst 3 with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PSYCHIATRIC SOCIAL WORKER 1

SUMMARY: Under general supervision, is responsible for professional psychiatric social work duties of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Psychiatric Social Worker sub-series. An employee in this class provides guidance, advice, and application of theory in treatment to patients, residents, and family where it is determined that treatment must include work on psychosocial problems. An employee in this class may be assigned to or rotated among a number of assignments such as admissions, adult alcohol and drug abuse, children and youth, correctional, extended treatment, general, geriatric, residential care and treatment, or other program or unit assignment. Work normally includes some individual, group, and family therapy. Classes in this sub-series differ from those in the Medical Social Worker sub-series in that the focus of work is upon psychosocial aspects. This class differs from that of lower level counseling classes in the focus and level of expertise required to accomplish work. This class differs from that of Psychiatric Social Worker 2 in that an incumbent of the latter acts as supervisor to employees of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Possession of a master's degree in social work from an accredited college or university.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PSYCHIATRIC SOCIAL WORKER 2

SUMMARY: Under general supervision, is responsible for professional psychiatric social work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Psychiatric Social Worker sub-series. An employee in this class supervises professional psychiatric social workers and others, and participates in providing a full-range of professional social work services to residents and clients who have problems of a psychosocial nature. This class differs from that of Psychiatric Social Worker 1 in that an incumbent of the latter is subordinate to an incumbent of this class. This class differs from that of Social Services Director in that an incumbent of the latter directs all psychiatric social work programs at a major institution.

MINIMUM QUALIFICATIONS

Education and Experience: Possession of a master's degree in social work from an accredited college or university and experience equivalent to one year of full-time responsible professional psychiatric social work.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.



SOCIAL WORKER 2*

SUMMARY: Under general supervision, is responsible for professional social work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the professional Social Worker sub series, the entry level being subsumed by that of Social Worker 1. An employee in this class provides guidance, advice, and application of theory in treatment to residents and families in mental health/mental retardation facilities. This class is flexibly staffed with and differs from that of Social Worker 1 in that an incumbent of the latter learns the proper principles, practices, and procedures for social work.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in social work, social welfare, sociology, or other related acceptable field and experience equivalent to one year of full-time professional social work; additional qualifying graduate coursework in social work may be substituted for the required year of experience.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.